



# AI Career Essentials Overview

**6 Weeks (20–30 hrs / week)**

## What is AI Career Essentials?

- AiCE is designed to elevate the professional skill sets of both job seekers and employed individuals.
- It is a part-time programme that can seamlessly integrate with your daily work and life commitments.
- It is geared towards career-driven individuals and will help you learn to use AI to accelerate your career growth.

## Why AI Career Essentials?

AiCE addresses the essential role of AI in job readiness and career development, coupled with immersive learning experiences to train your communication, teamwork, and leadership skills. Over 6 weeks, you will become proficient in a comprehensive set of professional and technical skills that focus on practical application and are designed to propel your career forward.

## Programme Objectives

- To equip learners with comprehensive work readiness skills through integrated ALX programmes and AI skills training.
- To accelerate your job search by enhancing your CV and personal brand by using specific AI tools.
- Proficiency in professional skills built for the digital workplace, including communication, teamwork, and leadership.

## What makes this programme unique?

### Integrated Learning Path

AiCE seamlessly merges essential lessons from ALX Foundations with cutting-edge AI tools training. This integrated approach to career readiness is designed to keep your skills relevant and to boost your technology expertise.

### Practical Skills and Online Presence

The skills training you receive is focused on practical skills you will need for the digital future, including communication, teamwork, and the ability to problem-solve. You'll also be empowered to create a compelling online presence to develop your personal brand for potential employers.

### Tech Industry Skills Alignment

AiCE is responsive to industry demands, offering you the chance to master highly sought-after AI tools. By integrating technical knowledge with essential soft skills, the programme helps foster career growth and foster long-term job retention.



# Weekly Specialisation Schedule

## 01. Skills Tracker

Understand your strengths, areas of expertise, and areas for growth.

## 02. Work Plan

Create a plan to reach your career goals and move forward in your career.

## 03. AI Toolkit for Work

Create a plan to reach your career goals and move forward in your career.

## 04. Professional Presentation/Image Kit

Make a resume, LinkedIn profile, and portfolio to show your AI skills and interest employers.

## Weekly Content

### Week 01

- Getting Started
- Simulation Introduction
- Leading Self
- Self Awareness
- Google Workspace Tools

### Week 02

- Simulation: Product Relaunch
- Leading Self & Self Awareness
- Google Workspace Tools
- Problem Definition

### Week 03

- Simulation: Planning, Research and Analysis
- Managing Complex Tasks
- Authentic Enquiry
- Web Research Quantitative Reasoning
- Analysis and Synthesis
- Communicating for Impact I

### Week 04

- Simulation: Project Report
- Communicating for Impact II
- Design Thinking
- Creating Solutions
- Presentation Tool
- Practical: Prototyping

### Week 05

- Simulation: Org-wid Reshuffle
- Video Conferencing
- Target Industry Tech Skills

### Week 06

- Simulation: Your Professional Kit
- Career Self Presentation
- Job Search Skills

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### Week 04



# YOUR LEARNING JOURNEY



## Kickstart your career in Tech

85% of learners find a job after 6 months with a certificate of completion.

LAUNCH



## By learning from industry experts

Our instructors are fully-vetted with industry experience.

## And developing your professional foundations

Get a professional portfolio and skills for better employability.



1

2

3

## In a state-of-the-art learning environment

Network, collaborate and co-work with peers online or offline.



## With support from your peers.

Our alumni get access to our Fellowship community and events.



4

# GET STARTED

## apply now

6





# 2024 Calendar

Programme - Cohort #	Application Deadline	Onboarding Starts	Programme Starts
AiCE - C1	1 Feb	5 Feb	12 Feb
AiCE - C2	29 Feb	4 Mar	11 Mar
AiCE - C3	28 Mar	1 Apr	8 Apr
AiCE - C4	2 May	6 May	13 May
AiCE - C5	30 May	3 Jun	10 Jun
AiCE - C6	25 Jul	29 Jul	5 Aug
AiCE - C7	24 Oct	28 Oct	4 Nov

**DISCLAIMER:** Please be aware that the dates provided are subject to change and are intended as a reference for your planning purposes, please refer to the website for date confirmation.

# Frequently Asked Questions

## **What is the criteria for being accepted?**

Accepted applicants are evaluated based on their entire application, including assessment scores and essay responses. While the outcome may not always meet expectations, we encourage self-reflection, identifying areas for improvement, and ongoing skill development. For future programme applications, please revisit our website during the next cycle.

## **I applied and received confirmation, but I haven't received an acceptance letter.**

All communication regarding your admission will be sent through the portal. Accepted applicants will see a green "confirmed" button on their homepage.

## **I want a waiver or scholarship, and I am unable to pay the administration fee.**

The administration fee for the AiCE programme has been waived to facilitate access for all learners.

## **How do I make payment?**

All payments can be made via the admissions portal.

## **I accidentally dropped a programme, and now I can't continue the application.**

Unfortunately, dropped applications cannot be continued. You will need to apply to another programme or use a different email address.

